

OFFICE OF PERSONNEL
MONTHLY REPORT

FEBRUARY 1964

I HIGHLIGHTS

Summer Employment Program Suspended On 30 January 1964 the Civil Service Commission announced a change in its regulations "to prohibit nepotism in summer employment in the competitive service." The new regulation provides that no agency subject to CSC rules can hire the child of one of its own civilian or military employees for a temporary job in the competitive service during the period 1 May - 30 September 1964. As a consequence of this development, CIA has decided to cancel plans for its "summer-only" program this year. An immediate study is being made of the manpower requirements of work programs based upon anticipated availability of "summer-only" employees. It is planned to meet these needs by providing equivalent manpower thru a summer surge in clerical input.

On-Duty Strength Continues to Recede During February the Agency's on-duty strength dropped 141, bringing the end-of-month total to within 137 of the new, reduced ceiling.

Athletic Awards Plans are complete for the DDCI and other senior officials to participate in a special ceremony in the auditorium 9 March where trophies will be presented to the top athletic teams in the softball, touch-football, and golf leagues sponsored by our Recreation Association.

II OTHER ACTIVITIES

1. RECRUITING

Professional Recruitment Brochure Being Reprinted To prepare for the 1964-65 academic recruiting season, plans are being made to revise the Agency's Professional Recruitment Brochure and to print 15,000 copies by 1 September. The Deputy Director for Intelligence has generously agreed to undertake the editorial revision of the brochure. It is hoped the new draft and a suggested art layout will be completed by 1 April. That would allow ample time to coordinate revisions, complete the final art work, and submit the finished copy to Printing Services by its desired dead-line of 1 June.

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25X1A Symposium on Professional Testing On 16 March our Eastern
25X1A recruiters will meet in [redacted] with the Chief of the JOTP, the Chief
of the A&E Staff, and two representatives of the Recruitment Division to
explore possibilities of using the nation-wide testing program of the Civil
Service Commission (the FSEE program, specifically) as a device for pre-
screening JOT and other professional candidates. The symposium will also
cover other approaches and techniques we might adopt to aid recruiters in
25X1A campus interviewing. The [redacted] meeting is a further development in our
consideration of a possible nation-wide testing program for junior professionals
that has been under study since the Personnel Officers Conference last April.

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NEXT REVIEW DATE

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Military Recruitment Still on the Rise During the 12 months ending 28 February, the Agency's military personnel strength rose 12%. And the projection for 30 June (assuming that expected increases in military slots materialize) calls for an added 66 which would put the 30 June military figure 16.8% above that reported at the same time last year.

2. SALARY AND LEAVE ADMINISTRATION

Overtime Policy Being Tightened Changes in the Agency's overtime policy are being coordinated which are expected to: (a) sharply reduce overtime payments to employees above GS-9 and, (b) cut by at least 25% the total annual amounts being spent by each component for overtime payments.

DD/P Planning to Tighten Travel and Leave Practices Because of recent ceiling cuts and the necessity to achieve increased manpower economies, DD/P is considering a 60-day limit on time allowed employees for travel, consultation, and leave between posts, or for home leave and return to present post. A draft dispatch outlining the new policy is being coordinated.

Personal Rank Assignments in DD/P On 27 February DD/P circulated to its Staffs and Divisions a memorandum restating and clarifying its policy regarding personal rank assignments. The same information will be sent to the field in March by book dispatch.

3. BENEFITS AND SERVICES

Retirement Report In his annual report for 1963, the Executive Secretary to the Agency's Retirement Board stated that 96 employees affected by our retirement policy separated from the Agency during 1963 for the reasons shown:

62 optional retirements
14 disability retirements
6 mandatory retirements
4 discontinued service annuities
4 resignations
6 deaths
<u>96</u>

The Executive Secretary also reported the view that our retirement policy appears to be gaining in acceptance among Agency personnel. He noted that, of those employees interviewed during 1963 who will be eligible for retirement in 1968, almost all are favorably disposed toward the policy and are actually looking forward to retirement.

Dental Insurance By 2 March the total number of DENTA applications had reached 1,473 -- with a few still to come from overseas stations.

UBLIC Insurance The new UBLIC program announced in February is meeting a good response. As of 29 February, 617 UBLIC policyholders had increased their insurance and 61 new applications had been received. It is still too early for field applications to have come in.

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Spring Fund Drive The Keymen's Rally for the Spring Fund Drive was held in the auditorium 26 February. The campaign began officially on 2 March and will continue throughout the month.

Lenten Services Weekly religious services in the auditorium for both Catholics and Protestants began on 12 February, Ash Wednesday, and will continue throughout the Lenten season. Attendance figures to date are:

	<u>Catholic</u>	<u>Protestant</u>
12 Feb.		
19 Feb.		
26 Feb.		

25X9

Blood Donor Program In March the first anniversary of "Pete Pint's" appearance as the symbol of the Agency's blood donor program will be celebrated. During the past year posters have been developed showing "Pete Pint" involved in seasonal activities - baseball, holidays, etc. -- appropriate to each monthly campaign, and these have generated considerable employee interest.

Annual Credit Union Meeting The annual meeting of the Credit Union was held in the auditorium 19 February. After hearing an excellent report on the Credit Union's affairs during 1963, members elected 2 Directors and the full membership of the Credit Committee; incumbents were returned to office in all cases.

Sales Activities of Recreation Offices The Recreation Office, located near the entrance to North Cafeteria, has been a busy place these past few weeks. Its sales activities have produced some interesting statistics:

<u>ITEM SOLD</u>	<u>SALES</u>	<u>DOLLARS</u>
* Ice Capades Tickets	286	\$930.00
* Candy	277	567.70
* Seat Belts	1,502	7,377.90
* Retractors	1,292	3,172.50
* Circus tickets	1,270	2,967.95
* World's Fair tickets	6,909	8,513.00
Senators Baseball Certificates	17	18.50
TOTAL		23,547.55

* Sales Closed